

**VISTA FIRE PROTECTION DISTRICT  
MINUTES –November 14, 2018**

The regularly scheduled monthly meeting of the Vista Fire Protection District was called to order by the presiding President, Read Miller, at 6:00 P.M. at Vista Fire Station #6, 651 East Vista Way, Vista, CA 92084.

**I. ROLE CALL AND PLEDGE OF ALLEGIANCE**

Directors Present: Mr. Read Miller, President  
Mr. Robert Fougner, Vice President  
Mr. James Elliott, Director  
Mr. Wallace Stewart, Director

Directors Absent: Mr. Jerry Hill, Director

Staff Present: Fire Chief, Jeff Hahn, Fire Inspector, Mike McFadden, Secretary,  
Lori McCaffrey, Attorney, Liam Perry.

Staff Absent: Deputy Fire Chief, Ned Vander Pol

**II. APPROVAL OF THIS MEETING'S AGENDA**

On motion made by Vice President Fougner and duly seconded by Director Elliott, the Directors present unanimously approved the amended agenda.

**III. OPEN DISCUSSION WITH THE BOARD**

None

**IV. APPROVAL OF MINUTES**

On motion made by Director Stewart and duly seconded by Vice President Fougner, the Directors present unanimously approved the minutes for the meeting held October 10, 2018.

**V. OFFICER REPORTS**

- A. Accounts Payable. The Board reviewed the report of the District's Accounts Payable for the month ending October 31, 2018. On motion made by Director Elliott and duly seconded by Vice President Fougner, the Board agreed to pay the payables in the amount of \$115,662.49 for October 2018, with the exception of White & Bright legal fees (\$2,826.75) to be further reviewed by Board with the December payables.
- B. Portfolio Summary/District Investments. The Board reviewed the District Investments report as of October 31, 2018.

## **VI. COMMITTEE REPORT**

None

## **VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

None

## **VIII. OLD BUSINESS**

None

## **IX. CONTINUING BUSINESS**

- A. Emergency Access Roads. Director Stewart and Fire Inspector McFadden reported the access roads look good with the recommendation to have weed abatement performed on Par Valley by end of year. On motion made by Director Elliott and duly seconded by Vice President Fougner, the Directors present authorized the Subcommittee to hire Aztec to perform weed abatement for an amount not to exceed \$2000.00.
- B. Fire Station Site. Director Elliott presented to the Board the preliminary study performed by Board Consultant Cavanaugh on the feasibility of a future Fire Station Site located on E. Vista Way. Director Elliott reported that he will meet with Fire Chief Jeff Hahn and City officials to further review study and will report back to Board at December meeting.
- C. District's Fire Inspector's Report. Fire Inspector Mike McFadden updated the board on completed activities in October and planned activities for November. It was also reported that the locks for VFPD and CAL FIRE had been removed from gate at the bottom of Fabry Lane. The Board recommended Fire Inspector McFadden contact other easement holders on how this can be addressed in the future.
- D. Fire Marshall's Report. Fire Chief Jeff Hahn reported there are no pending projects.
- E. Fire Department's Performance Report. Fire Chief Jeff Hahn reported on the Department's Performance during the month of September 2018.
- F. Fire Chief's Update. Fire Chief Jeff Hahn reported on other matters of interest to the Department and the District.
- G. Household Hazardous Waste Program. Moved to December Agenda.
- H. Conflict of Interest Policy. Board Counsel reported on updates to District Conflict of Interest Policy. On motion made by Director Elliott and duly seconded by Director Stewart, the Directors present unanimously approved the Conflict of Interest Policy.

- I. Public Records Act and Records Retention Recap. Secretary of the Board reported to the Board findings of current records on file at District office. Board Secretary will work with President Miller and Vice President Fougner to determine records to retain. The Board discussed creating a Records Retention Policy for the District.

## **X. NEW BUSINESS**

- A. Contract review for Board Treasurers services. Moved to December Agenda.
- B. Use of Fire Mitigation Fees. Moved to December Agenda.
- C. Little Yellow Buddies Contract Renewal. Board discussed renewing Little Yellow Buddies contract for District's hydrant maintenance. Board agreed to renew contract on a yearly basis, the year being July-June to coincide with District Budget. On motion made by Vice President Fougner and duly seconded by Director Stewart, the Directors present unanimously approved and authorized Vice President Fougner to negotiate a contract with Little Yellow Buddies for a one year contract with a three one year renewals.
- D. December Christmas Party. Board agreed to host the annual VFPD Christmas Party to be held before meeting on December 12, 2018.

## **XI. DIRECTORS' ANNOUNCEMENTS AND WRITTEN COMMUNICATIONS**

Election of Officers will be held at December meeting.

## **XII. CLOSED SESSION**

None

## **XIII. MOTION FOR ADJOURNMENT**

The meeting was adjourned at 8:00PM  
Lori McCaffrey, Secretary of the Board  
955 Vale Terrace Dr. # A  
Vista, CA 92084

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Not approved until subsequent meeting